

APPENDIX D

CLEANUP CAPTAIN CHECKLIST

- ___ Contact your County Coordinator
- ___ Contact the necessary land managers and make arrangements for the cleanup (if applicable)
- ___ Scout your site
- ___ Recruit volunteers
- ___ Make safety the priority
- ___ Solicit donations of cleanup supplies such as nets and skimmers
- ___ Distribute and collect liability waiver forms
- ___ Confirm your logistics
- ___ Assign a press contact
- ___ Optional: Plan a post-cleanup party
- ___ Attend coordinator meeting and pick up supplies
- ___ Arrive at site one hour before cleanup
- ___ Sign up drop-in volunteers
- ___ Organize volunteers for the cleanup
- ___ Give orientation and safety precaution talk
- ___ CLEANUP
- ___ Respond to the media
- ___ Take photos
- ___ Collect data cards
- ___ Report # of volunteers, trash, and recyclables by 1:30 p.m.
- ___ Thank your volunteers
- ___ Give data cards and waiver forms to County Coordinator
- ___ Fill out cleanup summary and give to your Coordinator or send directly to the Coastal Commission
- ___ Assess surplus supplies

APPENDIX E

CLEANUP DAY SUPPLY CHECKLIST

(This is a suggested list of useful items – not all items are supplied by the California Coastal Commission - CCC)

GENERAL:

_____ Banners	_____ Trash Bags (supplied by CCC)
_____ Recycling Bags (supplied by CCC)	_____ Posters (supplied by CCC)
_____ Promotional Items	_____ T-shirts (supplied by CCC)
_____ Liability Waiver Forms (supplied by CCC)	_____ Pencils (supplied by CCC)
_____ Data Cards (English and Spanish-supplied by CCC)	_____ Data Detective Posters (supplied by CCC)
_____ First Aid Kit	_____ Scale
_____ Gloves (supplied by CCC)	_____ Sign-in Table
_____ Folding Chair(s)	_____ Any additional needed signage
_____ Extended pole pool skimmers	_____ Handheld skimmers
_____ Bait nets	_____ Roadside Picker with mails or Grabbers

Additional Items

- _____ Camera and Film
- _____ Food and Drinks
- _____ Prizes
- _____ Raffle Tickets
- _____ Tape, Scissors, Clipboards, Paper, and Paperweights
- _____ Party Supplies
- _____ Sign describing which items are recyclable
- _____ Sun shade for sign-in table
- _____ Extra Supplies
- _____ Sunscreen, hand sanitizer
- _____ Calculator to tally data